



## **Transmission Business Line (TBL)**

### **Business Practice**

#### **Billing and Payment, Revision 1**

Posted October 2, 2003

*Revision 1 removes the reference to earlier OATT and rate schedule. It also adds clarification of the Bonneville Power Administration (BPA) group responsible for the procedure by which a Transmission Customer can pay its bill by electronic payment (section A.2).*

This document applies to all Bonneville Power Administration Transmission Business Line (BPAT) customers. It adds clarification of the Billing and Payment provisions in BPAT's Open Access Transmission Tariff (OATT) and BPAT's General Rate Schedule.

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#### **A. Billing**

BPAT shall render monthly bills to the Transmission Customer for transmission services. Failure to receive a bill shall not release the Transmission Customer from liability for payment. If requested by the Transmission Customer, the BPAT shall electronically transmit the Transmission Customer's monthly bill to the Transmission Customer on the issue date of the bill, provided the Parties have compatible electronic equipment. BPAT may elect to electronically transmit only that portion of the bill showing the amount owed. If the entire bill is not provided by electronic means, BPAT shall send the Transmission Customer a complete copy of its monthly bill by mail.

**1. Due Date**

Payment to BPA shall be due by 5:00 p.m. Pacific Prevailing Time (PPT) on the twentieth (20<sup>th</sup>) calendar day after the issue date of the bill (Due Date). Payments due to others subject to Net Billing Agreements shall be due by 5:00 p.m. PPT on the thirtieth (30<sup>th</sup>) calendar day after the issue date of the bill (Due Date). If the Due Date is a Saturday, Sunday, or Federal holiday, the Due Date shall be the next Business Day.

**2. Payments**

- a. The Transmission Customer must pay by electronic payment using procedures established by BPA's Accounting Operations group. However, exceptions to the method of payment may be made on a case-by-case basis according to the criteria listed below. All payment amounts are due and payable on the Due Date.
- b. The Transmission Customer may pay its bill by alternate method, provided the following criteria can be met:
  - (1) The Transmission Customer requests to pay by an alternate method at least thirty (30) days in advance of the billing date;
  - (2) The Transmission Customer ensures that BPA receives full payment by the above-stated Due Date;
  - (3) The Transmission Customer has not previously incurred late payment charges while paying its bills to BPA by the requested alternate method; and
  - (4) BPAT, in coordination with BPA's Accounting Operations, approves the alternate payment method requested by the Transmission Customer.

**3. Payments by Mail**

If the Transmission Customer requests to pay its bill by mail as an alternate payment method and meets the criteria of section A.2.b, payments shall be mailed to:

Bonneville Power Administration  
P.O. Box 60000 File #74038  
San Francisco, CA 94160-4038

BPA must receive payment for such bills by the Due Date.

**4. Pre-authorized Debit**

The Transmission Customer may elect, with BPAT's concurrence and following coordination with BPA's Accounting Operations to establish the specific account authorizations, to pay through the use of a pre-authorized debit, which is an electronic payment option authorizing BPA to automatically withdraw a Transmission Customer's payment from its bank account. BPAT will send the Transmission Customer the monthly bill for its records and BPA will withdraw the payment on the Due Date. [Note: clarifies organization roles and the sequence of events.]

**5. Computation of Bills**

Charges for products and services purchased from BPAT may be rounded to whole dollar amounts by eliminating any amount which is less than fifty-cents (50 cents) and increasing any amount from fifty-cents (50 cents) through ninety-nine cents (99 cents) to the next higher dollar.

**6. Estimated Bills**

At its option, BPAT may elect to render an estimated bill for a month to be followed at a subsequent date by a final bill for that month. Such estimated bill shall have the validity of, and is subject to, the same payment provisions as a final bill.

**7. Late Payment**

Bills not paid in full with payment received by the BPA on or before the Due Date shall be subject to a late payment charge calculated in accordance with the methodology specified for interest on refunds in the Federal Energy Regulatory Commission's (Commission) regulations at 18 CFR § 35.19a (a)(2)(iii). Interest on delinquent amounts shall be calculated from the Due Date of the bill to the date that BPA receives the unpaid amount.

**8. Revised Bills**

As necessary, BPAT may render revised bills.

- a. If the amount of the revised bill is more than the amount of the original bill, the original bill remains due on its Due Date, and the additional amount is due on the Due Date of the revised bill.
- b. If the amount of the revised bill is less than the amount of the original bill, the obligation to pay the previous bill is satisfied by payment of the revised bill on the Due Date of the original bill.
- c. If the revised bill changes the Party to whom money is due, and the Transmission Customer has not yet paid the original bill, the original bill is canceled and the Transmission Customer must pay the amount of the revised bill to the Party named on such bill. Payment is due on the Due Date of the revised bill.
- d. If payment of the original bill results in an overpayment because the amount of the revised bill is less than the amount of the original bill, BPA shall refund the amount of the overpayment on the later of (1) the Due Date of the revised bill, or (2) twenty (20) days from the receipt of the payment for the original bill. Should refund not be made by BPA by the above date, late payment interest shall accrue and be paid by BPA calculated in accordance with the methodology specified for interest on refunds in the Commission's regulations at 18 CFR § 35.19a (a)(2)(iii). Interest shall be calculated from the Due Date of the refund to the date that BPAT makes payment.

**9. Disputed Bills**

- a. In the event of a billing dispute between BPAT and the Transmission Customer, BPAT will continue to provide service under the service agreement as long as the Transmission Customer: (1) continues to make all payments not in dispute; and (2) pays into an independent escrow account the portion of the invoice in dispute. If the Transmission Customer fails to meet these two requirements for continuation of service, then BPAT may provide notice of its intent to suspend service to the Transmission Customer in sixty (60) days.
- b. If it is determined that the Transmission Customer is entitled to a refund of any portion of the disputed amount, then BPA will make such refund with interest computed from the date of receipt of the disputed payment to the date the refund is made. Interest shall be calculated in accordance with the methodology specified for interest on refunds in the Commission's regulations at 18 CFR § 35.19a (a)(2)(iii). Escrow fees, if any, shall be paid by the Transmission Customer.

**B. Customer Default**

In the event the Transmission Customer fails, for any reason other than a billing dispute as described above, to make payment to BPA on or before the Due Date as described above, and such failure of payment is not corrected within thirty (30) calendar days after the BPAT notifies the Transmission Customer to cure such failure, a default by the Transmission Customer shall be deemed to exist. Upon the occurrence of default BPAT may notify the Transmission Customer that it plans to terminate service in sixty (60) days. The Transmission Customer may use the dispute resolution procedures to contest such termination.

**C. Records**

BPAT and the Transmission Customer shall keep such records as may be needed to afford a clear and complete history of all transactions. The originals of all such records shall be retained for a minimum of two (2) years plus the current year (or such longer period as may be required by any regulatory commission having jurisdiction), and copies shall be delivered to the other Party on request.